

Montana Association of School Business Officials

This document is intended to serve as a communication tool to assist the school district administrative team with collaboration, planning and agreement on how certain duties and responsibilities can be most efficiently and effectively carried out to ensure compliance with board policy and state and federal rules and regulations. The district clerk, district superintendent, and board chair are encouraged to review this list each year following the organizational meeting in May. It is not conclusive and many other duties may be added. Links to state law are provided where applicable.

Board Policies	Superintendent	Clerk/Business Manager	Principal or Supervising Teacher	Other/Name	Comments
1. Advise on financial and budgetary policies					
2. Evaluate business related policies					
3. Maintain policy manual					
4. Annual review of policy manual					
Board Meetings	Superintendent	Clerk/Business Manager	Principal or Supervising Teacher	Other/Name	Comments
1. Attend all board meetings					20-3-325, MCA
2. Record the minutes of all meetings and transactions					20-3-325, MCA
3. Notify trustees of meetings					
4. Provide orientation for new trustees					
5. Develop the board agenda					
6. Distribute board agenda					
7. Provide appropriate data for agenda					
8. Provide minutes for media					
9. Inform staff of board procedures					
10. Provide notice for all meetings of the board including committee meetings					
11. Schedule budget hearing					20-9-115, MCA

Public Relations	Superintendent	Clerk/Business Manager	Principal or Supervising Teacher	Other/Name	Comments
1. Assist the trustees in interpreting, presenting and planning school financial programs					
2. Prepare materials for distribution					
3. Release information to press, radio & other media					
4. Address civic organizations, parent, faculty, and employee groups					
5. Participates in service organizations and activities					
6. Recommend written policy for process in communicating with the media					
Student Data	Superintendent	Clerk/Business Manager	Principal or Supervising Teacher	Other/Name	Comments
1. Maintain permanent record of all students					
2. Maintain register of all pupil attendance					
3. Complete enrollment reports					
4. AIM Reporting					
Elections (see OPI website)	Superintendent	Clerk/Business Manager	Principal or Supervising Teacher	Other/Name	Comments
1. Serve as election administrator					Use OPI Election Calendar and Election Handbook
2. Appoint assistant election administrator, if needed					
3. Schedule meeting for trustees to pass resolution calling for an election					
4. Prepare ballots for elections					
5. Notify election judges					
6. Publish notice of Trustee and/or levy election(s)					
7. Provide financial information for levy and bond elections					
8. Provide supplies for elections					
9. Compile information to provide for certification of election returns					

Human Resource Management	Superintendent	Clerk/Business Manager	Principal or Supervising Teacher	Other/Name	Comments
1. Recruit personnel for positions in business functions					
2. Order background checks					
3. Perform reference checks					
4. Provide information relative to working conditions, benefits, policy and procedures					
5. Maintain permanent records of all district employees					
6. Maintain records of sick leave, vacation, leaves of absence, etc.					
7. Maintain individual earnings records and payroll withholding records					
8. Maintain personnel files following guidelines					
9. Maintain records of teacher certification					
10. Obtain substitutes and part-time employees as needed					
11. Co-sign personnel contracts					
12. Provide for in-service training					
13. Perform staff evaluations					
14. Process workers comp issues					
15. Process unemployment issues					
Negotiations	Superintendent	Clerk/Business Manager	Principal or Supervising Teacher	Other/Name	Comments
1. Serve on management team when needed					
2. Prepare pertinent fiscal data for management team					
3. Record minutes of negotiation sessions as needed					
4. Share appropriate information with employee unit					

Financial Planning and Budgets	Superintendent	Clerk/Business Manager	Principal or Supervising Teacher	Other/Name	Comments
1. Prepare budget forecasts					
2. Prepare Intent to Increase Non-Voted Levy resolution due March 31					20-9-116, MCA
3. Provide financial information for budget preparation					
4. Provide receipt estimates - must be knowledgeable in tax levies and other resources					
5. Provide expenditure information					
6. Prepare financial and statistical reports for administration and board of trustees					
7. Prepare final budgets					
8. Present budget information to board					
9. Present budget information to staff					
10. Monitor the budget - notify budget directors and trustees of budget balances, etc.					
11. Maintain fiscal relationships with other governmental entities (county superintendent, county treasurer, OPI, etc.)					
Technology	Superintendent	Clerk/Business Manager	Principal or Supervising Teacher	Other/Name	Comments
1. Recommend systems and programs for business functions					
2. Prepare forms for use by system					
3. Operate system for payroll					
4. Operate system for accounts payable					
5. Operate system for fund accounting					
6. Operate system for inventory and update annually					

Accounting Management	Superintendent	Clerk/Business Manager	Principal or Supervising Teacher	Other/Name	Comments
1. Maintain records of all funds as required by law					20-3-325, MCA
2. Maintain records of all receipts and disbursements					20-3-325, MCA
3. Write warrants for all approved claims					20-9-213, MCA
4. Co-sign all operating fund warrants					20-9-221, MCA
5. Prepare claims					
6. Prepare payroll					
7. Deposit funds					
8. Maintain records of student activity funds					
9. Sign student activity fund checks					
10. Reconcile county treasurer statements and bank statements					
11. Maintain records of all grant funds					
12. Recommend accounting systems and equipment					
13. Recommend personnel for accounting					
14. Prepare consolidated grant application					
15. Encumber expenditures and liabilities					
16. Reconcile Fund 15 Miscellaneous Programs					
17. Reconcile Student Activity Fund					
18. Prepare Impact Aid application, if applicable					
Audits (20-9-213, MCA)	Superintendent	Clerk/Business Manager	Principal or Supervising Teacher	Other/Name	Comments
1. Perform pre-audit or internal auditing procedures					
2. Perform post-audit responsibilities					
3. Respond to audit findings and recommendations					
4. Schedule annual audit					

Cash Management and Debt Service	Superintendent	Clerk/Business Manager	Principal or Supervising Teacher	Other/Name	Comments
1. Recommend investment of funds					20-9-213, MCA
2. Notify county treasurer of investments					
3. Maintain bond and note register					
4. Maintain register of bond maturities and debt payments					
5. Budget for debt service payments					
6. Provide for payment of principal and interest					
7. Maintain petty cash and stamps					
8. Provide in-service training on cash procedures					
Purchasing and Supply Management	Superintendent	Clerk/Business Manager	Principal or Supervising Teacher	Other/Name	Comments
1. Serve as purchasing agent for district					
2. Develop specifications for supplies and equipment					
3. Call for bids per legal requirements					
4. Provide purchase order forms					
5. Maintain central stores					
6. Approve purchase orders to determine budget authorization					
7. Develop purchase order procedures					
8. Organize staff committees to develop specifications and standards					
9. Dispense general supplies					
10. Maintain warehousing, receiving, storage and delivery services					
11. Conduct and maintain inventory records and fixed assets					
12. Deal with vendors					
13. Provide in-service training on purchasing procedures					

Operation and Maintenance of School Buildings	Superintendent	Clerk/Business Manager	Principal or Supervising Teacher	Other/Name	Comments
1. Recommend maintenance policies and standards					
2. Schedule and allocate funds and personnel					
3. Recommend replacement and remodeling					
4. Inspect and evaluate services					
5. Recruit personnel					
6. Provide for in-service training					
7. Maintain record of utilities					
8. Maintain record of construction					
9. Negotiate with contractors and engineering services					
10. Conduct and update facility condition inventory					20-9-525, MCA
11. Maintain current Material Safety Data Sheets (MSDS)					
Facility Use Management	Superintendent	Clerk/Business Manager	Principal or Supervising Teacher	Other/Name	Comments
1. Maintain records of leases, rights-of-way and easements					
2. Manage rental of school owned facilities, gyms, classrooms, etc.					
3. Collect fees for rentals					
4. Notify appropriate school personnel of building use					
5. Manage auditorium stage crews					
6. Maintain record of after-school use of buildings					
7. Develop procedures for use of buildings, rental fees, etc.					
8. Recommend and manage disposal of obsolete equipment					

Risk Management	Superintendent	Clerk/Business Manager	Principal or Supervising Teacher	Other/Name	Comments
1. Determine insurable values of building and contents					
2. Recommend policies for casualty, liability, fidelity and school indemnity					
3. Maintain register of all insurance policies					
4. Call for bids or negotiate with insuring agencies					
5. File loss claims and accident reports					
6. Arrange for facilities and equipment safety inspections					
7. Maintain records for facilities and equipment safety inspections					
8. Safety Committee (Safety Culture Act)					
9. Inform public requesting use of school facilities of insurance limitation					
10. Respond to claims against school					
11. Office emergency preparedness					
12. Chain of command for emergencies					
Food Service Management	Superintendent	Clerk/Business Manager	Principal or Supervising Teacher	Other/Name	Comments
1. Recommend policies and procedures					
2. Maintain records					
3. Sell lunch tickets					
4. Provide for fund collections					
5. File reports with state agency					
6. Provide cost analysis					
7. Provide for in-service training					
8. Purchase supplies and equipment					

Pupil Transportation	Superintendent	Clerk/Business Manager	Principal or Supervising Teacher	Other/Name	Comments
1. Recommend policies and procedures for home to school transportation					
2. Recommend policies and procedures for activity transportation					
3. Prepare individual transportation contracts					
4. Supervise bus maintenance					
5. Develop bus routes and schedules					
6. Negotiate contracted bus service					
7. Recruit personnel					
8. Schedule bus inspections					
9. Provide for driver in-service training					
10. Collect fees					
11. Complete and file reports to state agencies					
12. Oversee compliance with drug testing mandates					
Financial Records and Reports	Superintendent	Clerk/Business Manager	Principal or Supervising Teacher	Other/Name	Comments
1. Provide security and preservation of records and documents					
2. Maintain storage files					
3. Recommend disposal of records					
4. Prepare required legal advertisements & public notices					
5. Comply with laws regarding records disposal					

Office Management	Superintendent	Clerk/Business Manager	Principal or Supervising Teacher	Other/Name	Comments
1. Supervise clerical and accounting staff in business office					
2. Recruit staff					
3. Provide for in-service training					
4. Coordinate central business office with clerical staff in other departments or buildings					
5. Establish procedures for record keeping					
6. Purchase supplies and equipment within budgetary allocation					
7. Provide for security of records					

References

Montana Code Annotated (table of contents)

[20-3-324](#) Power and duties (School District Trustees)

[20-9-213](#) Duties of trustees

[20-3-325](#) Clerk of district

[20-9-235](#) Authorization for school district investment account

[20-4-402](#) Duties of district superintendent or county high school principal

[20-4-403](#) Powers and duties of principal

[20-3-205](#) Powers and duties (county superintendent of schools)

[20-3-207](#) Assist trustees with school supervision (county superintendent of schools)

MASBO (home page)

[Monthly Newsletters](#)

Administrative Rules of Montana

[Title 10 Education](#)

Office of Public Instruction (home page)

[Monthly Summary of Activities](#)

[Official Email](#)

[Collections Calendar](#)

[School Finance Division](#)

[Pupil Transportation](#)